

MEMORANDUM FOR DISTRIBUTION

12 Dec 1995

FROM: JTIDS Class 2M Product Support IPT Co-Chairs

SUBJECT: JTIDS Class 2M Product Support Integrated Product Team Establishment Meeting (6 Dec 1995) Minutes

The Product Support Integrated Product Team (PS IPT) establishment meeting was held at the Pentagon on 6 Dec 1995 in 1E801, Conference Room 4. The PS IPT will perform the integrating function of the Class 2M Program for the C3I Systems Overarching Integrated Product Team (OIPT).

Co-chairs Col W. Jaissle (SAIS-C4A) and Col B. Queen (SAF/AQPC), opened the meeting and established the ground rules. The PS IPT is composed of representatives from all four services, OSD, and all appropriate functional disciplines working together to build a successful program and enabling decisionmakers to make the right decision at the right time. IPTs operate under six broad principles: (1) open discussions with no secrets; (2) qualified, empowered team members; (3) consistent, success oriented, proactive participation; (4) continuous, up-the-line communications; (5) reasoned disagreement; and (6) issues raised and resolved early.

Maj R. Nunley (ESC-TDM) outlined the meeting agenda and asked participants to introduce themselves. He began the briefing by emphasizing that the overall PS IPT goal is to focus our collective efforts and support to obtain a JTIDS Class 2M full rate production (FRP) Defense Acquisition Board (DAB) decision by Mar 97.

Lt Col P. Short (PM-TRCS) provided a Class 2M program description and the current status, including how the terminal will be integrated into various user platforms. At the completion of his presentation, Lt Col Short fielded questions from the group. A discussion ensued pertaining to the outyear requirements of the Class 2M considering the Army planned conversion to the Multifunctional Information Distribution System (MIDS). The question was raised if this PS IPT should include MIDS. This option was left open to be explored in a future meeting.

Maj R. Nunley briefed how we planned to reach the DAB. The recommendation was made for the services to submit only eight DAB deliverable documents. These are: the Joint Test and Evaluation Master Plan (JTEMP); the Acquisition Program Baseline (APB); two Operational Test and Evaluation Reports: (1) Initial Operational Test & Evaluation (IOT&E) and (2) the Multi-Service Operational Test III (MS-OT-III); the

Class 2M Operational Requirements Document (ORD); a Service Cost Position (in place of the program office estimate and the cost component analysis); the Cost Analysis Requirements Description (CARD); and a Single Acquisition Management Plan (SAMP). Numerous questions arose which resulted in the formation of a Documentation Working Group to consider these concerns and provide a recommendation back to the PS IPT.

The IPT structure in the oversight and review process was then reviewed by Maj Nunley. The PS IPT seeks buy in of all stakeholders with lower level working groups to focus on more specific areas and issues. To the maximum extent possible, paperless operations are to be used. To facilitate the dissemination of information across the PS IPT, an information focal point was established, called the PS IPT Secretariat. Lt Col F. Horaj at the JTIDS Program Office (HorajF@radium-vs1.hanscom.af.mil) was named the Secretariat with Lt J. Nance (Nance J@radium-vs1.hanscom.af.mil) assigned as the administration role. Attachment 4 provides the general guidelines how the PS IPT Secretariat will function.

Maj. Nunley concluded the briefing by mentioning that giant strides in acquisition streamlining have been made over the past few years by various programs and challenged the JTIDS Class 2M to be the next groundbreaker as a joint program following a single process to the DAB.

Following the formal briefing, the discussion focused on identifying the Working Groups, the Working Group leads, membership, and focus that would address the initial issues facing JTIDS Class 2M program. The four Working Groups (WG) established were the Documentation WG, the Test Coordination WG, the Cost WG, and the Programmatic WG. Attachment 3 provides the details of this discussion.

The only action items from this meeting deal with the Working Groups and are contained in Attachment 3.

The next PS IPT meeting was tentatively scheduled for 7 Feb 1996. If you have any questions, please contact Ms. Kathy Collier (PEO C3 SYS) at [DSN 225] (703) 695-8447, or Maj M. McGovern (SAF/AQPC) at [DSN 224] (703) 614-4590.

//signed//

William F. Jaissle, Col, US Army  
SAIS-C4A  
JTIDS Class 2M PS IPT Co-Chair

//signed//

Bruce F. Queen, Col, USAF  
SAF/AQPC  
JTIDS Class 2M PS IPT Co-Chair

Attachments:

1. Attendees
2. PS IPT Listing
3. JTIDS Class 2M PS IPT Working Groups
4. JTIDS Class 2M PS IPT Secretariat General Operating Guidelines

## DISTRIBUTION

Capt Pervere	ACC/DRCT
Mr. Rich Sauer	ACC/DRCT
Maj Ken Young	AF/TEP
Capt Tomosewski	AF/XOFI
Maj Drew Johnson	AF/XORS
Capt Kent Burkhardt	AFOTEC/TKM
LTC Frank A. Horaj	ESC/TD
Mr. David J. Carstairs	ESC/TD
LT Joe Nance	ESC/TDB
Mr. Allan D. Hartwell	ESC/TDB
Mr. James LaRue	ESC/TDB
Mr. Kenneth Hettinger	ESC/TDB
Maj Leonard Crump	ESC/TDM
Maj Randy Nunley	ESC/TDM
Maj Cliff Bratten	SAF/AQCS
Col Bruce Queen	SAF/AQPC
LTC Charles Beck	SAF/AQPC
Maj Lee Ann Boluda	SAF/AQPC
Maj Mike McGovern	SAF/AQPC
Maj Toni Arnold	SAF/AQPC
Mr. Sharkey Estrin	SAF/AQPC
Maj Gregg Sato	SAF/FMBIA
Maj Pat Van der Wissel	SAF/FMCC
Bob Babon	PMW-159 (@ESC/TD)
Maj Eric J. Johnson	DACS-OPA(PAE)
Maj Matt Brown	DCSOPS FDE
Ms. Ann Smith	HQ AMC
Ms. Marjorie Zelko	HQDA, ODCSPER
Helmut J. Schelenz	ODCSLOG
LTC M. Dawkins	ODCSPER DAPE-PRP
LTC Cal Mayfield	ODISC4-C4T
Ms. Kathy Collier	PEO C3 SYS
Mr. Eric Stern	PEO C3S
Mr. Richard K. Koval	PEO C3S
Ms. Mary Quiroz	PEO C3S LNO
Arnold Horowitz	PEO C3S PM TRCS
Colleen M. Moore	PEO C3S PM-TRCS
Debbie Cesare	PEO C3S PM-TRCS
Joe Myslinski	PEO C3S PM-TRCS
LTC Patrick Short	PEO C3S PM-TRCS
Monroe Fisher	PEO C3S PM-TRCS
Mr. Howard Finch	PEO C3S PM-TRCS

Col Bill Jaissle  
Dr. Jim Linnehan  
Capt John Bryant  
Ms. Beverly Van Hoff  
Dr. Altaf Ahmed  
Sher Dhaliwal  
LTC Carolyn V. Meeks  
Maj Neil Brown  
Teddie Outland  
W.J. Hennessy, Jr  
CDR Rob Drake  
Sonja Mooney  
CDR Fred Shutt  
Mr. Joe Ramos  
Ms. Joanne Ferguson  
Mr. A. V. Newman  
Mr. Fred Myers  
Mr. Ron Bulmer  
Mr. Young Shin  
Ms. Joni Forman  
Mr. Robert Symalla  
Nina Richman-Loo  
Robert Bradford  
LTC Gale Nelson  
CDR Tony Ruoti  
LTC Karl Krauss

SAIS-C4A  
SARD-DE  
SFFM-CA-CC  
TAPC PLM  
USA CEAC  
USA CEAC  
USA OEC  
USA OEC  
USA OEC  
CNO N62 (Logicon)  
OPNAV N62N  
PEO-SLO/PMW-159  
PMW 159  
DIR(OT&E)/OT&E  
ODASD(C3)/S&NC3  
ODASD(C3)/T&TC3  
OUSD(A&T) DTSEE  
OUSD(A&T)/DP  
OUSD(API)  
OUSD(API)/PM  
OUSD(DT) DTSE&E  
OUSD(P&R)  
ARES/BMDO  
BMDO/AQI  
Joint Staff (J6)  
Joint Staff (J8 ATD)

## **Attachment 1: Attendees**

Maj Ken Young	AF/TEP
Capt Tomosewski	AF/XOFI
Maj Drew Johnson	AF/XORS
Capt Kent Burkhardt	AFOTEC/TKM
LTC Frank A. Horaj	ESC/TD
LT Joe Nance	ESC/TDB
Mr. Allan D. Hartwell	ESC/TDB
Maj Randy Nunley	ESC/TDM
Maj Cliff Bratten	SAF/AQCS
Col Bruce Queen	SAF/AQPC
LTC Charles Beck	SAF/AQPC
Maj Mike McGovern	SAF/AQPC
Maj Toni Arnold	SAF/AQPC
Mr. Sharkey Estrin	SAF/AQPC
Maj Gregg Sato	SAF/FMBIA
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Maj Matt Brown	DCSOPS FDE
Ms. Ann Smith	HQ AMC
Ms. Marjorie Zelko	HQDA, ODCSPER
Helmut J. Schelenz	ODCSLOG
LTC M. Dawkins	ODCSPER DAPE-PRP
Mr. Eric Stern	PEO C3S
Mr. Richard K. Koval	PEO C3S
Ms. Mary Quiroz	PEO C3S LNO
Arnold Horowitz	PEO C3S PM TRCS
Debbie Cesare	PEO C3S PM-TRCS
Joe Myslinski	PEO C3S PM-TRCS
LTC Patrick Short	PEO C3S PM-TRCS
Col Bill Jaissle	SAIS-C4A
Dr. Jim Linnehan	SARD-DE
Ms. Beverly Van Hoff	TAPC PLM
Dr. Altaf Ahmed	USA CEAC
Sher Dhaliwal	USA CEAC
LTC Carolyn V. Meeks	USA OEC
Maj Neil Brown	USA OEC
Teddie Outland	USA OEC
W.J. Hennessy, Jr	CNO N62 (Logicon)
CDR Rob Drake	OPNAV N62N
Sonja Mooney	PEO-SLO/PMW-159
Mr. A. V. Newman	ODASD(C3)/T&TC3

Mr. Fred Myers  
Mr. Ron Bulmer  
Mr. Young Shin  
Ms. Joni Forman  
Mr. Robert Symalla  
Robert Bradford  
LTC Gale Nelson  
CDR Tony Ruoti  
LTC Karl Krauss

OUUSD(A&T) DTSEE  
OUUSD(A&T)/DP  
OUUSD(API)  
OUUSD(API)/PM  
OUUSD(DT) DTSE&E  
ARES/BMDO  
BMDO/AQI  
Joint Staff (J6)  
Joint Staff (J8 ATD)

ATTACHMENT 2 WAS INCLUDED WITH THE E-MAIL AS THE ATTACHED FILE  
“POC2.XLS”

## **Attachment 3: JTIDS Class 2M Product Support IPT Working Groups**

### **1. Documentation Working Group**

Lt Col F. Horaj (ESC/TD) & Lt Col P. Short (PM-TRCS) designated as lead.

Focus: (1) Approval of documents required for the DAB.,

(2) Single Acquisition Management Plan (SAMP) development, to include whether or not it will satisfy the Army requirement for an Integrated Program Summary

Suggested membership:

JTIDS JPO	LtCol F. Horaj
PM TRCS	LtCol P. Short
SAF/AQPC	Maj M. McGovern
DISC C4	LtCol C. Mayfield
OUSD(API)	Mr Y. Shin
HQDA, ODCSPER	Ms M. Zelko
OUSD(DT) DTSE&E	Mr. Symalla
AF/TEP	Maj K. Young
J8/ATD	LtCol K. Krauss
OSD/ P&R	Mr. Bartlett & Ms N. Richmond-Loo
ODASD(C3)/T&TC3	Mr. A. Newman
OUSD(A&T)/DP	Mr. R. Bulmer
PEO C3S	Mr. E. Stern
ODCSLOG	Mr. H. Schelenz

First Documentation WG meeting scheduled for 24 Jan 96.

Comments: The WG will only be responsible to recommend the DAB-required documents, not documents needed for internal service purposes. Mr. A. Newman (ODASD(C3)T&TC3) commented he would like to see the most streamlined approach possible. Col W. Jaissle stressed that the goal is to minimize the documentation required and that participants should come to this meeting prepared to make decisions for their respective organization.

### **2. Test Coordination Working Group**

Maj R. Nunley (ESC/TDM) and LtCol Short volunteered as co-leads.

Focus: To be determined at the first WG meeting and reported back to the PS IPT.

Suggested Membership:

JTIDS JPO	Maj R. Nunley
PM TRCS	LtCol P. Short
SAF/AQPC	Maj M. McGovern
DISC C4	LtCol C. Mayfield
AF/TEP	Maj K. Young



AFOTEC	Capt T. Burkhardt
OPTEC	
DIR(OT&E)/OT&E	Mr Fisher
PMW-159	CDR Wiseman
OUSD(A&T)/ DTSE&E	Mr Symalla & Mr Meyers
J8/ATD	LtCol K. Krauss
AMSAA	
DUSA(O/R)	Mr Sizelove
ODASD(C3)/T&TC3	Mr. A. Newman
ODCSLOG	Mr. H. Schelenz

First Test Coordination meeting scheduled tentatively for 9 Jan 96 (goal is to conduct this meeting immediately following a Test Working Integration Group).

Comments: Col Queen suggested this group look into expediting the coordination process dealing with test issues. Col Jaissle stated this group should look into streamlining the test reporting process and address the perception that test reporting took too long and would slow the milestone decision process.

### **3. Cost Working Group**

No lead was established, suggested co-leads were Mr. J Myslinski (PM TRCS) and Mr. T. Ascani (ESC/TD).

Focus: Look into streamlining the cost documentation and report process.

#### **Suggested Membership:**

JTIDS JPO	Mr. T. Ascani
PM TRCS	Mr. J. Myslinski & Mr. A. Horowitz
DACS-OPA(PAE)	Maj E. Johnson
SAF/FMCC	Maj P. Van der Wissel
OSD/PA&E (CAIG)	Col Hermes
USACEAC	Mr S. Dhaliwal
DISC C4	LtCol C. Mayfield
OUSD(API)/PM	Ms J. Forman
HQ AMC	Ms A. Smith
J8/ATD	LtCol K. Krauss
OSD Comptroller	Ms I. Ng
ODASD(C3)/T&TC3	Mr. A. Newman :

No WG meeting was set.

Comments: Col Jaissle open to suggestions when this WG can provide recommendations on streamlining the cost documentation and report process.

#### **4. Programmatic Working Group**

LtCol F. Horaj and LtCol P. Short were designated as co-leads.

Focus: (1) Develop a critical path to the DAB

- Address the single System Acquisition Review Council (SARC)
- Look into ways the PS IPT can we work smarter

Suggested Membership:

JTIDS JPO	LtCol F. Horaj
PM TRCS	LtCol P. Short
SAF/AQPC	Maj M. McGovern
DISC C4	LtCol C. Mayfield
SARD-DE	Mr J. Lenihan
OPNAV N62N	CDR R. Drake
ODASD(C3)/T&TC3	Mr. A. Newman
ODASD(C3)/S&NC3	Ms J. Ferguson
OUSD(API)	Mr Y. Shin
DCSOPS FDE	Maj M. Brown
PEO C3S	Mr R. Koval
J8/ATD	LtCol K. Krauss

The first Programmatic WG meeting was tentatively set for 7 February 96.

Comments: On the question of how can we work smarter, one area to consider was using video teleconferencing (VTC) to reduce TDY costs.

The Programmatic WG first meeting was set two weeks after the Documentation WG to enable this group to consider the recommend DAB deliverable documents in their critical path determination. The Programmatic WG is also to meet prior to the next PS IPT meeting to enable them to provide their recommendations to the group.

## **Attachment 4: JTIDS Class 2M PS IPT Secretariat General Operating Guidelines**

All information submissions to the PS IPT Secretariat should be in a 'standard' or compatible electronic format. Submittals should be sent to both of the following e-mail addresses:

**HorajF@Radium-VS1.hanscom.af.mil**- Lt Col F. Horaj, Secretariat

**NanceJ@Radium-VS1.hanscom.af.mil**- Lt J. Nance, Administration

The 'standard' software package for the JTIDS Class 2M PS IPT includes the following:

- Word processor - MS Word for Windows v6.0
- Spreadsheet - MS Excel v5.0
- Presentation - MS Power Point v4.0
- Scheduling - MS Project v4.0

Information will be provided to the PS IPT by the Secretariat by either (1) electronic mail (e-mail) / electronic medium, or by (2) standard mail. For those individuals without personal e-mail capability, any e-mail account they have access to will suffice.

Agendas, supporting material, and requested attendees for WG meetings should be submitted to the Secretariat NLT 6 working days prior to the meeting to ensure the information can be disseminated to the entire PS IPT 5 working days prior to the meeting.

The WG lead will ensure that after a WG meeting the following information will be provided to the Secretariat in a timely manner:

- slides and handout presented at the meeting
- minutes
- action items (action assigned, to whom, ~~date~~ assigned, suspense)
- any decisions or agreements reached by the WG
- attendees

The Secretariat will collate all WG submittals that have occurred between PS IPT meetings and disseminate them to the entire PS IPT as read aheads with the agenda to the upcoming PS IPT meeting. This will ensure all PS IPT members have access to the most current information prior to attending a PS IPT meeting.